

BOARD OF SELECTMEN

November 20, 2012

Minutes

The Board of Selectmen met on Tuesday, November 20, 2012 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Peter Scavongelli, John Gorecki, John D. Williams, Timothy F. Hult, and Douglas A. G. Stevenson. Town Administrator Timothy D. Goddard was also present.

Town Administrator Report

1. Mr. Goddard said the Gleason Public Library has provided a list of items consisting of IT equipment that they no longer need. The items have been offered to other Town Departments. Mr. Goddard said if no one needs this equipment he would like to ask the Board to vote to declare it surplus for the purpose of disposing of it.

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was unanimously **VOTED** to declare the attached list of computer equipment at the Gleason Library dated November 2012, with a value of less than \$5,000 to be surplus to the Town's needs and to permit the Library to dispose of it as they see fit.

2. Mr. Goddard gave an update on the property on 669 Bedford Road, which the Town entered into a forbearance agreement with Back Road Realty (BRR), LLC. He said according to the terms of that agreement, BRR would pay monthly payments of \$1,500 for a period of six months while they continued to market the property and the Town would hold off on the eviction process. Mr. Goddard said there have been numerous attempts to contact BRR to collect the payments. Mr. Goddard said as Trustees of the property, he and Larry Barton recommend that we notify BRR that they have breached our agreement and that we will resume eviction proceedings. He said however today he received an e-mail from one of the principals of BRR informing him that a check is in the mail. Mr. Goddard said he and Larry agree that it is worth waiting to see if the check arrives before moving forward with the eviction process. He asked the Board for their thoughts on this matter. Mr. Hult suggested drafting a letter stating that BRR has to be timely with their payments going forward or the Town will proceed with the eviction process. The Board decided to wait until their December 4th meeting to make a decision on this matter.

3. Mr. Goddard presented, for information only, the draft study on Out of District Students at the Minuteman High School. Mr. Hult noted that comments on this document are requested back to the Minuteman School Committee by December 7th and he was willing to prepare same. This item will be on the December 4th agenda.

4. Mr. Goddard said he and Concord Town Manager Chris Whelan have been asked to attend the December 5th League of Women Voters meeting to talk about what it is like to be a Town Administrator (in Carlisle)/Town Manager (in Concord).

Community Input

Concord Carlisle School Committee member Louis Salemy was present to thank the Board of Selectmen and the Finance Committee for their support of the Carlisle Public Schools and the Concord-Carlisle High School.

Larry Bearfield, owner of Ferns Country Store was present to remind everyone of the Christmas on the Common event that will be held on Tuesday, December 4th at 6:00 pm.

Joint Meeting with the Planning Board – Appointment

Planning Board members David Freedman, Marc Lamere, Nathan Brown, Jonathan Stevens, and associate member Karen Andon were present for this joint meeting with the Selectmen. Chairman David Freedman called the Planning Board meeting to order at 7:15 p.m. Mr. Scavongelli confirmed with David that the purpose for this joint meeting was to fill a vacant position on the Planning Board because Dan Holzman, a full member has resigned. The Planning Board has selected associate member Karen Andon to fill his term until the next Town election in May 2013.

A motion was made by Mr. Williams, that pursuant to the provisions of MGL Ch. 41, §11, to appoint Karen Andon to the vacant position on the Planning Board for a term to expire at the May 2013.

The motion was seconded by Mr. Gorecki and the following roll call vote was taken: Scavongelli – aye, Gorecki – aye; Williams – aye; Hult – aye; Stevenson – aye; Brown – aye; Freedman – aye; Lamere – aye; and Stevens – aye.

David Freedman adjourned the Planning Board meeting at 7:20 p.m.

New Business

Mr. Scavongelli said he has reviewed the Minutes of the October 23rd and he noted that David Flannery was going to meet with the Personnel Board in November. Mr. Goddard said the Fire Department is on the Personnel Board's Agenda for their meeting on November 28th. In regard to recruiting new firefighters, Mr. Stevenson said three or four residents have expressed interest in joining the Fire Department.

Mr. Scavongelli asked if the Long Term Capital Requirement Committee had an upcoming meeting scheduled. Mr. Goddard said they will meet on Monday, November 26th, after the Finance Committee meeting.

In regard to the Group Study By-law change for the LTCRC, Mr. Scavongelli said he would like to begin this process as soon as possible. Mr. Hult suggested that the Board wait until the Collins Study report has been presented before we move forward on this matter.

Mr. Scavongelli asked Mr. Gorecki if an ad hoc committee had been formed to study possible uses for the Greenough Barn. Mr. Gorecki said they will be addressing this issue within a few weeks.

In regard to the RFP for Audit Services, Mr. Goddard said the Committee has reviewed a few drafts of RFP's. He said the Committee will be meeting after the new year begins.

Minutes

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen's meeting of October 23, 2012 as amended.

On a motion made by Mr. Gorecki and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen's meeting of November 5, 2012.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen's meeting of November 11, 2012.

2013 License Renewals – Ferns Country Store

Larry Bearfield, owner of Ferns Country Store was present to renew his common victuallers' license, carry-in beer/wine license and off-premise beer and wine package store license for 2013.

On a motion made by Mr. Williams and seconded by Mr. Stevenson, it was unanimously **VOTED** to renew the off-premise beer and wine package store license for Carlisle Center Ventures, LLC, d/b/a Ferns' Country Store for calendar year 2013.

On a motion made by Mr. Williams and seconded by Mr. Hult, it was unanimously **VOTED** to renew the Carry-In Liquor License application for Carlisle Center Ventures, LLC, d/b/a Ferns Country Store for calendar year 2013.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to renew the common victuallers' license for Carlisle Center Ventures, LLC, d/b/a Ferns Country Store for calendar year 2013.

Special Town Meeting Recap

Mr. Scavongelli said he would like to have a brief discussion on the recent Special Town Meeting. Mr. Hult said he thought the meeting was well run. He said he felt uncomfortable about the comment made by the Recreation Commission that they were not included in the process. Mr. Scavongelli agreed with him.

Mr. Stevenson expressed concern over the difficulty to obtain a quorum that evening. He said he was not sure if this was a good thing or a bad thing. Mr. Stevenson felt that the residents should be interested in their local government as well as the national government.

Council on Aging

Council on Aging Director David Klein, COA Chairman Liz Bishop and COA member Abba Singhal were present for this discussion. David said they have prepared a level budget. He went through the Council's on Aging operating budget. David said half of the wage increases are due to the director's position. The other half is because of a proposed change they would like to make to the Outreach Coordinator Position. David spoke about the Outreach Coordinator and the outstanding job she is doing. He said the proposed change will be a grade increase from a Grade 4 to a Grade 6 and her title will change to Outreach Coordinator/Program Manager.

David said the difference between FY13 and FY14 budget dollar-wise is \$30,942.00; percentage-wise it is about 22%.

Mr. Stevenson asked about how many hours the Outreach Coordinator will be working. David said it will go from 30 hours to 35 hours. Mr. Stevenson clarified with David that the entire \$30,942.00 is for the Director's position, Outreach Coordinator's position and cost of living increases in the department. It did not include the Licensed Social Worker's salary.

Mr. Hult asked about the 10% increase in the second year (FY15). David said they were considering increasing the hours of their administrative assistant from 12 hours to 15 hours. He said there may also be a need for a very substantial increase in their van transportation hours.

Mr. Hult said the senior population is growing. He said he is a big proponent of the COA and supporting the number and intensity of seniors. Mr. Hult said he wanted to be sure that the money we spend is on programs to help people.

David said they met with the Finance Committee last night and the FinCom will discuss this matter again in January.

Mr. Stevenson thanked David and members of the Council on Aging who helped in many ways during hurricane Sandy.

Discussion of progress toward FY13 Goals *[Goals attached]*

Mr. Scavongelli said he would like to go through the Boards Goals periodically to see the progress that has been made.

Financial Management – Peter Scavongelli and John Gorecki

Mr. Goddard said a brief report will be given at the Boards next meeting on how other communities are dealing with OPEB liability.

Mr. Goddard said Larry Barton has been working on a 3 – 5 year revenue projection model. He added that the Finance Committee and Long Term Caps Committee are meeting on the same night and he felt that this would improve the budget process this year.

Education – Tim Hult and Doug Stevenson

Mr. Scavongelli said the Carlisle School Building project is winding down. In regard to the Concord-Carlisle School Building Project, Mr. Hult said the construction will start in late February (2013) or early March. He said the completion date is estimated in late 2015.

The Board discussed the Minuteman Regional High School. They were concerned about the strength of the representation that Carlisle currently has on the School Committee. They agreed that it is important to have strong representation on that committee at this time.

Effective and Efficient Town Services – Peter Scavongelli and Tim Hult

Mr. Scavongelli said we will have the Collins Center report at our next meeting and then we can talk about an annual top level review.

Mr. Scavongelli said the Board has resolved the issues regarding Plowing of Private Ways; the next step is to develop a Town Plowing Policy.

Stable and Responsive Public Utilities – John Gorecki and John Williams

Mr. Gorecki said in regard to the CCTV Contract, he said they have met with CCTV once to discuss some issues. He said they will meet again in December.

The Board discussed the progress of the Energy Task Force. Mr. Gorecki said the Task Force will attend a future Selectmen's meeting to give an update on their work in the community.

Recreation and Community Activities - Peter Scavongelli and Doug Stevenson

Mr. Scavongelli said the Highland Building has had several Saturday meetings. He said they have discussed several options for uses of the building such as housing and a community center. Mr. Stevenson said the Board would like to hear about all of the committee's ideas.

Mr. Scavongelli said the Highland Committee will be on the Board's agenda in December.

In regard to working with the Council on Aging in implementing their long range plans; Mr. Scavongelli said they have not worked on this item at this time.

Housing in Carlisle - John Williams and Doug Stevenson

Mr. Williams said some progress has been made on Benfield Farms.

Conservation Land and Open Space – John Gorecki and Tim Hult

Mr. Gorecki said he will look into the lease issue with the Cranberry Bog House. In regard to the Chelmsford /ConsCom Water Rights matter, there was nothing new to report.

Mr. Hult said in regard to the Elliot Preserve, we are waiting to the results of the Grants. He said then we will know how we can move forward.

Safety and Security John Williams and Doug Stevenson

Mr. Scavongelli said Mr. Williams and Mr. Stevenson are making good progress with the Fire Chief and Fire Department. Mr. Stevenson said they are continuing to work with Lt. Crowe on his contract.

Liaison Reports

Mr. Gorecki said at the Financial Management Team meeting yesterday it was reported that the Town received \$45,000.00 from FEMA for the October 2011 Snowstorm.

Mr. Hult reported that he attended the Planning Board meeting last night. The topic that was discussed was relative to the Knollwood Neighborhood. He said many residents were in attendance to hear and make comments on this very controversial issue relating to a Long Ridge Road Conservation Cluster.

He said there will be a walk of the property on December 1st and December 8th.

Mr. Stevenson thanked everyone on the LEPC for all of their work during Hurricane Sandy.

The meeting adjourned at 9:00 p.m.

Respectfully submitted by Margaret Arena

